

RESPONSIBILITIES/AUTHORITY OF THE QC MANAGER

1. Appointing letter to the QC manager shall detail his/her authority and responsibility to act for the contractor and outline his/her duties, responsibilities and authority. He/she shall have no job-related responsibilities other than QC unless specifically permitted in the specification.
2. He/she shall be on the site at all times during progress of the work, with complete authority to take any action necessary to ensure conformance with the contract requirements. In the event of his/her absence, approved backup shall be on the site.
3. Authority to immediately stop any segment of work which does not comply with the contract plans and specifications and direct the removal and replacement of any defective work.
4. Conduct daily inspection of work performed for compliance with plans and specifications.
5. Certify daily that all materials and equipment delivered/installed in the work comply with contract plans and specifications. Certify daily that all work performed on the construction site and off the construction site conforms to plans and specifications. Report any deficiencies and remedial action planned and taken.
6. Supervise and coordinate the inspection and tests made by the members of the Quality Control Organization, including subcontractors.
7. Assure QC staff is adequate to meet its responsibilities.
8. Maintain a copy of the ROICC approved QC Plan on file at the jobsite complete with up-to-date approved revisions/filled-in log of submittals. Maintain at the jobsite an up-to-date QC Submittal Register (provided in the specification) showing the status of all submittals required by the contract.
9. Maintain at the jobsite a testing plan showing status of all tests required by the contracts. Ensure that all tests required are performed and report the results of same. Indicate whether test results show the item tested conforms to contract requirements or not.
10. Authority to remove any individual from the site who fails to perform his/her work in a skillful and workmanlike manner or his/her work does not comply with the contract plans and specifications.
11. QC manager does not have authority to deviate from plans and specifications without prior approval, in writing, from the ROICC.
12. Ensure that the contractor's Quality Control Organization is adequately staffed with qualified personnel to perform all the detailed inspections and testing specified in the plans and specifications.
13. Maintain at the jobsite the up-to-date QC Rework Items List.